

## Quick Guide to TIDE: Adding Users and Students

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Test Coordinators use TIDE to add and manage user accounts and to add students participating in the South Carolina Alternate Assessment. This Quick Guide provides a brief overview of the steps for adding user accounts and students. Complete information about TIDE is available in the [TIDE User Guide](#).

### Logging in to TIDE

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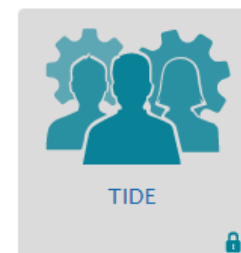
1. Open your web browser and navigate to the SC Alternate Assessment Portal at <http://sc-alt.portal.airast.org>.
2. Click the **Teacher/Test Administrators** or **Test Coordinators** card.

Figure 1. User Role Cards



3. Click the **TIDE** card. The **Login** page appears.
4. Enter your email address and password.
5. Depending on your user role, TIDE may prompt you to select a role, state, district, or school.
6. Click **Submit**. The TIDE dashboard appears.

Figure 2. TIDE Card





# TIDE Quick Start Guide



## Adding Users to TIDE

You can add users one at a time, as described in [Adding Individual Users to TIDE](#). You can also add many users at one time, as described in [Uploading Multiple Users to TIDE](#).

### Adding Individual Users to TIDE

1. On the dashboard, open **Users**.
2. Click **Add User**.
3. Select the new user's role from the *Role* drop-down list.
4. Verify that the state, district, and school are correct, and then add the user's first name, last name, and email address. Phone number is optional.

The email address is the user's login for all SC Alternate Assessment applications. Because users cannot change their login names, ensure that you enter them correctly.

5. Click **Save**.

*Adding Users*

**PERSONNEL**

*Role: Test Administrator (TA) ▼	*First Name: <input type="text"/>
*State: SouthCarolina - 000000 ▼	*Last Name: <input type="text"/>
*District: DEMO - 1000 ▼	Phone: <input type="text"/>
*School: AIR SCHOOL - 1000001 ▼	
*Email Address: <input type="text"/>	



## Uploading Multiple Users to TIDE

### Retrieve the Upload File Template

1. On the dashboard, open **Users**.
2. Click **Upload Users**.
3. Download the Excel or CSV template. Use this template to compose the upload file.

### Uploading Users, Retrieving the Template



### Enter User Information into the Upload File

Fill in one row for each user. Populate each column in the row, including the district IDN, school IDN, first name, last name, email address, role, and phone number. In the Action column, enter ADD to add or edit users, or enter DELETE to delete users. Save the file on your computer.

Refer to the [TIDE User Guide](#) for detailed information about composing the upload file.

### Uploading Users, Using the Template

	A	B	C	D	E	F	G	H
1	<b>District IDN</b>	<b>School IDN</b>	<b>FirstName</b>	<b>LastName</b>	<b>Email</b>	<b>Phone</b>	<b>Role</b>	<b>Action</b>
2	99	9000	Thomas	Walker	<a href="mailto:tw@air.org">tw@air.org</a>		TA	ADD
3	99	9000	Thomas	Walker	<a href="mailto:tw@air.org">tw@air.org</a>	305-555-1212	SA	ADD
4	99	9000	Thomas	Walker	<a href="mailto:tw@air.org">tw@air.org</a>	305-555-1212	SA	DELETE
5	99	9000	Patricia	Martin	<a href="mailto:pm@air.org">pm@air.org</a>		TA	ADD
6	99	9001	Patricia	Martin	<a href="mailto:pm@air.org">pm@air.org</a>		SA	ADD



## Upload the User File

### Step 1: Select Upload file

1. Click **Browse** and navigate to the file you saved on your computer. Click **OK**.

## Uploading Users – Step 1: Select File to Upload

### Step 1: Upload File

SC User Upload.xlsx

2. Click **Next**.

### Step 2: Preview File

1. Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns.

## Uploading Users – Step 2: Preview File

**i** Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Users page.

Step 2: Preview

Row Number	District IDN	School IDN	First name	Last name	Email address	Phone number	Role	Action
1	1000	1000001	Celine	Bryan	cbryan@demo.org		STC	Add
2	1000	1000001	George	Washington	gwash@demo.org		SR	Add
3	1000	1000001	Jen	Chou	jchou@demo.org		TM	Add
4	1000	1000001	Chris	Kelly	ckelly@demo.org		TA	Add
5	1000	1000001	Caitlin	Crain	ccrain@demo.org		DTC	Add

2. Click **Next**.

### Step 3: File Validation

1. TIDE validates the file to ensure that there are no data or layout errors. For information about correcting errors, refer to the [TIDE User Guide](#).

## Uploading Users – Step 3: Validate File

### Step 3: Validate

Legend: **▲** Error: The file can be uploaded, but this row will not be included. **⚠** Warning: This field is invalid, but the row will be uploaded.

Row Number	District IDN	School IDN	First name	Last name	Email address	Phone number	Role	Action
2	1000	1000001	Celine	Bryan	<b>⚠</b> cbryan@demo.org		STC	Add
6	1000	1000001	Caitlin	Crain	<b>▲</b> ccrain@demo.org		DTC	Add

2. If no errors exist, click **Continue with Upload**.



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## Step 4: Confirmation

## Uploading Users – Step 4: Confirmation

A confirmation message indicates that TIDE successfully uploaded the file.

Results: 11 records committed, 3 records excluded

## Adding Students to TIDE

You can add students one at a time, as described in [Add Individual Students to TIDE](#). You can also add many students at once, as described in [Upload Multiple Students to TIDE](#).

### Add Individual Students to TIDE

1. On the dashboard, open **Students**.

## Adding Students

2. Click **Add Student**.

3. Enter the student's information.

4. Click **Save**.

### Add Students

Use this page to add students to assessment systems. [more info](#)

**Demographics**

<p>*District: <input type="text" value="-- Select --"/></p> <p>*School: <input type="text" value="-- Select --"/></p> <p>Attending District IDN: <input type="text"/></p> <p>Attending District Name: <input type="text"/></p> <p>Attending School IDN: <input type="text"/></p> <p>Attending School Name: <input type="text"/></p> <p>*SSID: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>*First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>District Student ID: <input type="text"/></p> <p>*Birth Date: <input type="text"/></p> <p><input type="button" value="Calendar"/></p> <p>*Tested Grade: <input type="text" value="- Select -"/></p>	<p>*Enrolled Grade: <input type="text" value="- Select -"/></p> <p>*Gender: <input type="radio"/> Male <input type="radio"/> Female</p> <p>Home Schooled: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Medically Homebound: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Hispanic or Latino: <input type="radio"/> Yes <input type="radio"/> No</p> <p>American Indian or Alaska Native: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Asian: <input type="radio"/> Yes <input type="radio"/> No</p> <p>African American: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Native Hawaiian or Other Pacific Islander: <input type="radio"/> Yes <input type="radio"/> No</p> <p>White: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Limited English Proficiency Status: <input type="text" value="- Select -"/></p> <p>Migrant Status: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Ninth Grade Code: <input type="text"/></p> <p>*Primary EFA Code: <input type="text" value="- Select -"/></p>
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# TIDE Quick Start Guide



## Upload Multiple Students to TIDE



**CAUTION: Failed file uploads** If you upload a file that contains information for a student not enrolled in your district or school, TIDE rejects the file. You can only upload files for students who are enrolled in your district or school.

### Retrieve the Upload File Template

### Uploading Students, Retrieving the Template

Upload Students



Download Templates ▾

1. On the dashboard, open **Students**.
2. Click **Upload Students**.
3. Download either the Excel or CSV template. Use this template to enter student information.

### Enter Student Information into the Template

### Example of Upload Students: Template

Fill in one row for each student. Populate each column in the row with demographic and accommodation settings. In the Action column, enter ADD to add or edit students, or enter DELETE to delete students. Save the file on your computer.

Enrolled DistrictID	Enrolled SchoolID	Attending DistrictID	Attending SchoolID	LName	FName	MName	StudentID	StateID	DOB	Gender	Grade	EFA Code
1000	1000001	1000	1000001	Perry	Jakob	Isabela	887328717538	6060805473	2003-07-06	M	08	DD
1000	1000001	1000	1000001	Suarez	Isla	Andres	762503726257	3267580093	2003-09-28	F	11	AU
1000	1000001	1000	1000001	Alvarado	Karsyn	Kaitlyn	733417332846	274539728	2004-01-14	F	12	EH
1000	1000001	1000	1000001	Keith	Carina	Mariyah	656952218285	8838931806	2005-01-17	F	10	EM
1000	1000001	1000	1000001	Gutierrez	Lorelei	Logan	900571643846	5681539301	2005-07-02	F	04	HH

Refer to the [TIDE User Guide](#) for detailed information about composing the upload file.



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## Uploading the Student File

### Upload Students – Step 1: Select File to Upload

#### Step 1: Select File to Upload

1. Click **Browse** and navigate to the file that is saved on your computer. Click **OK**.

2. Click **Next**.

#### Step 2: Preview File

### Example of Upload Students – Step 2: Preview File

1. Preview the first few records from the file to ensure that you selected the correct file and that the information is in the appropriate columns.

Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Students page.

Step 2: Preview

Row Number	Enrolled District IDN	Enrolled School IDN	Attending District IDN	Attending School IDN	Last Name	First Name	Middle Name	District Student ID	SSID	Birthdate	Gender	Grade	Primary disability type	Homeschooled	...
1	1000	1000001	1000	1000001	Nguyen	Ean	Amanid	17014069	4155745412	1999-01-22	M	05	AU	Y	Y
2	1000	1000001	1000	1000001	Schroeder	Jamal		758040096114	1580339672	1999-01-26	M	02	EH	N	N
3	1000	1000001	1000	1000001	Melton	Abdiel	Mike	433871933555	2546278863	2000-03-26	M	06	EM	Y	Y
4	1000	1000001	1000	1000001	Clay	Jabari	Aubree	2996	1605255517	2000-06-02	M	12	HH		N
5	1000	1000001	1000	1000001	Mata	Ayden			6034020169	2001-03-25	M	11	LD	Y	Y
6	1000	1000001	1000	1000001	Joyce	Doran		384849587482	6811511331	2001-04-10	M	12	OH	N	N

2. Click **Next**.

#### Step 3: File Validation

### Example of Upload Students – Step 3: Validate File

1. TIDE validates the file to ensure that there are no data or layout errors. For information about correcting errors, refer to the [TIDE User Guide](#).

Step 3: Validate

Legend: ▲ Error: The file can be uploaded, but the

Row Number	Enrolled District IDN	Enrolled School IDN	Attending District IDN	Attending School IDN	Last Name	First Name	Middle Name	District Student ID	SSID
24	1000	1000001	1000	1000001	Schroeder	Jamal		758040096114	1580336672
24	1000	1000001	1000	1000001	Rey			343674244792	6024021295

First Name is blank or invalid. Up to 40 alphabetic, space, comma, hyphen, apostrophe, or Hawaiian characters except I. [ErrorCode701180]

Buttons: Upload Revised File, Cancel

2. If no errors exist, click **Commit File** to add the new students.

#### Step 4: Confirmation

### Upload Students – Step 4: Confirmation

A confirmation message indicates that TIDE successfully uploaded the file.

Results: 11 records committed, 3 records excluded